



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

870831-02

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Evaluation and Personnel Development Division of Standards and Evaluation 1754 Twin Towers East, Atlanta, Ga 30334	Application Number	81-32-A
Application Number		Date Received	Date Completed
		AUG 31 1987	JUN 30 1988
2. Person to Contact Darlene G. Rogers		Working Title Senior Secretary	Telephone Number 656-0616
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 81-32-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1966 Present		5. Records Series Title (followed by title used in office, if different) PUBLIC SCHOOL STANDARDS APPLICATION FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Standards and Evaluation is responsible for the Comprehensive Evaluation of local school systems, schools, and RESA's, as well as for coordinating local school system strategic planning efforts.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Applying standards for all local public school systems. Included are: System and School answer sheets, update forms and related correspondence. (Some years contain EDP printouts of answer sheets.) File is arranged: Chronological by school year; thereunder alphabetically by local school system.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 100; Seven to twelve months old 100; Thirteen to twenty-four months old _____; twenty-five months and older 1?			
9. Annual Rate of Accumulation of Records Letter-size drawers 2; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>5</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Turner</i>	<i>7/28/87</i>	<i>Vickie Baker</i>	<i>07/28/87</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>6/22/88</i>
		Secretary of State/Designee	<i>6/21/88</i>
		Attorney General/Designee	<i>8/30/88</i>